Safety Attribute Inspection (SAI) Data Collection Tool
3.2.3 MEL / CDL Procedures (OP)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To operate an aircraft with specific inoperable instruments or equipment and/or specific missing CDL items within the limitations of the approved minimum equipment list and operations specifications authorization.

Objective (FAA oversight):

- To determine if the certificate holder's MEL/CDL Procedures process meets all applicable requirements of Title 14 of the Code of Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's MEL/CDL Procedures process incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's MEL/CDL Procedures process.

Specific Instructions:

- Intentionally left blank

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:

  119.43(a)
  119.43(b)
  119.43(b)(1)
  119.43(b)(2)
  119.43(c)
  121.135(a)(1)
  121.135(b)(1)
  121.135(b)(2)
  121.135(b)(3)
  121.628(a)(1)
  121.628(a)(2)
  121.628(a)(3)(i)
  121.628(a)(3)(ii)
  121.628(a)(4)
  121.628(a)(5)
  121.628(b)(1)
  121.628(b)(2)
  121.628(b)(3)
  D.095Minimum Equipment List (MEL) Authorization

Related CFRs & FAA Policy/Guidance:

- Related CFRs:

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- FAA Policy/Guidance:
  FAA Order 8400.10, volume 4, chapter 4
  FAA Order 8400.10, volume 3, chapter 6

SAI SECTION 1 - PROCEDURES ATTRIBUTE
Objective: Procedures, instructions, and information contained in the certificate holder's manual are documented methods for accomplishing a process. Policies contained in the certificate holder's manual should establish the certificate holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).

Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the MEL/CDL Procedures process.
3.	Review the certificate holder's manual to ensure that it contains policies, procedures, instructions, and information necessary for the MEL/CDL Procedures process.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Does the content of the certificate holder's manual meet the specific regulatory and FAA policy requirements for a MEL/CDL Procedures process:	
1.1.	Does the certificate holder have the authority to operate aircraft with specific inoperable instruments and/or equipment? SRRs: 121.628(a)(1); 121.628(a)(2) *Related Design JTIs:* 1. Check that the Certificate Holder's manual system contains an approved Minimum Equipment List for the specific aircraft type operated. *Sources:* 121.135(b)(24); 121.628(a)(1) *Interfaces:* 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 1.3.14(AW); 2.1.4(AW); 2.1.4(OP); 3.2.1(OP); 4.2.1(AW); 4.2.3(OP); 4.2.5(OP); 4.2.7(OP); 4.2.11(OP) 2. Check that the certificate holder's manual system has instructions and information that the CHDO has issued Operations Specifications authorizing operations in accordance with an approved Minimum Equipment List. *Sources:* 121.135(b)(24); 121.628(a)(2) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP) 3. Check that the certificate holder's manual system has instructions and information that the flight crew shall have direct access at all times prior to flight to all of the information contained in the approved Minimum Equipment List through printed or other means approved by the Administrator. *Sources:* 121.135(b)(24); 121.628(a)(2) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 2.1.4(AW); 2.1.4(OP); 3.2.1(OP); 4.2.1(AW); 4.2.3(OP);	☐ Yes ☐ No, Explain

	4.2.5(OP); 4.2.7(OP); 4.2.11(OP); 7.1.6(AW) 4. Check that the certificate holder's manual system has instructions and information that the approved Minimum Equipment List provides for the operation of the airplane with certain instruments and equipment in an inoperable condition. *Sources:* 121.135(b)(24); 121.628(a)(2); 121.628(a)(3)(ii) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP); 4.2.1(AW); 4.2.3(OP); 4.2.4(OP); 4.2.7(OP); 4.2.11(OP)	
1.2.	Is the certificate holder's minimum equipment list (MEL), which provides for aircraft operations with certain instruments and/or equipment in an inoperable condition, prepared in accordance with 14 CFR part 121, section 121.628(b)? SRRs: 121.628(a)(3)(i); 121.628(a)(3)(ii) *Related Design JTIs:* 1. Check that the certificate holder's manual system has instructions and information that the approved Minimum Equipment List provides for the operation of the airplane with certain instruments and equipment in an inoperable condition. *Sources:* 121.135(b)(24); 121.628(a)(2); 121.628(a)(3)(ii) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP); 4.2.1(AW); 4.2.3(OP); 4.2.4(OP); 4.2.7(OP); 4.2.11(OP)	☐ Yes ☐ No, Explain
1.3.	Does the certificate holder's manual specify which records are used to identify inoperable instruments and equipment? SRRs: 121.628(a)(4) *Related Design JTIs:* 1. Check that the certificate holder's manual system has instructions and information that ensure that the pilot is informed of records identifying inoperable instruments and equipment. *Sources:* 121.135(b)(24); 121.628(a)(4) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 4.2.1(AW); 4.2.3(OP); 4.2.4(OP); 4.2.5(OP); 4.2.7(OP); 4.2.11(OP) 2. Check that the certificate holder's manual has a policy that it will not take off any airplane with inoperative instruments or equipment unless the records identifying inoperable instruments and equipment and the information regarding the operation of the airplane with inoperative instruments and equipment is available to the pilot. *Sources:* 121.135(b)(1); 121.628(a)(4) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 4.2.1(AW); 4.2.3(OP); 4.2.4(OP); 4.2.5(OP); 4.2.7(OP); 4.2.11(OP)	☐ Yes ☐ No, Explain
1.4.	Does the certificate holder's manual specify which records identifying any inoperable instruments and equipment be made available to the pilot? SRRs: 121.628(a)(4) *Related Design JTIs:* 1. Check that the certificate holder's manual system has instructions and information that ensure that the pilot is informed of records identifying inoperable instruments and equipment. *Sources:* 121.135(b)(24); 121.628(a)(4)	☐ Yes ☐ No, Explain

	Interfaces: 1.3.1(AW); 1.3.5(AW); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 4.2.1(AW); 4.2.3(OP); 4.2.4(OP); 4.2.5(OP); 4.2.7(OP); 4.2.11(OP) 2. Check that the certificate holder's manual system has instructions that ensures the pilot is supplied with information for operating the airplane with inoperable instruments and equipment. *Sources:* 121.135(b)(24); 121.628(a)(4) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 4.2.1(AW); 4.2.3(OP); 4.2.4(OP); 4.2.5(OP); 4.2.7(OP); 4.2.11(OP)	
1.5.	Does the certificate holder specify in its manual that all airplanes will be operated under all applicable conditions and limitations contained in the approved MEL? SRRs: 121.628(a)(5) *Related Design JTIs:* 1. Check that the certificate holder's manual system has instructions and information that ensure the airplane is operated under all applicable conditions and limitations contained in the MEL. *Sources:* 121.135(b)(24); 121.628(a)(5) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 4.2.3(OP); 4.2.4(OP); 4.2.5(OP); 4.2.7(OP); 4.2.11(OP) 2. Check that the certificate holder's manual has a policy that it will not take off any airplane with inoperative instruments or equipment unless the airplane is operated under all applicable conditions and limitations contained in the MEL and the Operation Specifications authorizing the use of the MEL. *Sources:* 121.135(b)(1); 121.628(a)(5) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 4.2.3(OP); 4.2.4(OP); 4.2.5(OP); 4.2.7(OP); 4.2.11(OP) 3. Check that the certificate holder's manual system has instructions and information that no person may take off an airplane with inoperable instruments or equipment installed unless it operates under all applicable conditions and limitations contained in the Operations Specifications authorizing use of the MEL. *Sources:* 121.135(b)(24); 121.628(a)(5) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 4.2.3(OP); 4.2.4(OP); 4.2.7(OP); 4.2.11(OP)	☐ Yes ☐ No, Explain
1.6.	Does the certificate holder's manual specify that instruments and equipment essential to operating the aircraft are not included in the approved MEL? SRRs: 121.628(b)(1); 121.628(b)(2); 121.628(b)(3) *Related Design JTIs:* 1. Check that the Certificate Holder's approved MEL does not contain instruments and equipment that are required by the airworthiness requirements under which the airplane is type certificated and which are essential for safe operations under all operating conditions. *Sources:* 121.628(b)(1) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP) 2. Check that the Certificate Holder's approved MEL does not contain instruments and equipment required by an airworthiness directive to be	☐ Yes ☐ No, Explain

	in operable condition unless the airworthiness directive provides otherwise. *Sources:* 121.628(b)(2) *Interfaces:* 1.3.1(AW); 1.3.5(AW); 1.3.6(AW); 2.1.1(AW); 2.1.1(OP) 3. Check that the Certificate Holder's approved MEL does not contain instruments and equipment required for specific operations by this part. *Sources:* 121.628(b)(3) *Interfaces:* 1.1.2(AW); 1.1.2(OP); 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 4.2.1(AW); 4.2.3(OP); 4.2.4(OP); 4.2.7(OP); 4.2.11(OP)	
1.7.	Does the certificate holder's MEL/CDL Procedures process comply with the guidance contained in Order 8400.10? *Related Design JTIs:* 1. Check that the certificate holder's manual system has instructions and information that include notification procedures of CDL missing parts, for the pilot and if appropriate, procedures for notifying dispatch (or flight following) either by the pilot's notation in the aircraft log or other acceptable means. *Sources:* 8400.10, Vol 4, Chpt. 4, Section 6, Para. 1213 *Interfaces:* 1.2.3(AW); 1.3.1(AW); 1.3.5(AW); 2.1.2(AW); 2.1.2(OP); 3.1.4(OP); 3.2.1(OP) 2. Check that the certificate holder's manual system has procedures that insure that CDL limitations when operating with certain equipment missing are followed. *Sources:* 8400.10, Vol 4, Chpt. 4, Section 6, Para. 1211 *Interfaces:* 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 4.2.3(OP); 4.2.5(OP) 3. Check that the certificate holder's manual system has procedures to observe flight operations, restrictions, or limitations that are associated with each missing airframe and engine part. *Sources:* 8400.10, Vol 4, Chpt. 4, Section 6, Para. 1211 *Interfaces:* 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 4.2.3(OP); 4.2.5(OP) 4. Check that the certificate holder's manual system has instructions and information for placarding CDL associated limitations in clear view of PIC and other appropriate crewmembers. *Sources:* 8400.10, Vol 4, Chpt. 4, Section 6, Para. 1211 *Interfaces:* 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 4.2.3(OP); 4.2.5(OP) 5. Check that the Certificate Holder's manual system has a policy that, when an aircraft is released in accordance with MEL or CDL provisions, the operator's procedures, policies, instructions and controls for use of the MEL or CDL ensures that there are no known conditions that would make the airplane unairworthy and is in a condition for safe flight. *Sources:* 8400.10, Vol 3, Chpt. 6, Section 1, Para. 1161 *Interfaces:* 1.1.1(AW); 1.1.2(AW); 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 4.2.1(AW); 4.2.3(OP); 4.2.5(OP); 4.2.7(OP); 4.2.11(OP) 6. Check that the certificate holder's manual system has instructions and information that when an aircraft is released in accordance with MEL or CDL provisions, the operator's procedures, policies, instructions and controls for use of the MEL or CDL ensures that there are no known conditions that would make the airplane unairworthy and is in a	☐ Yes ☐ No, Explain

	condition for safe flight. *Sources:* 8400.10, Vol 3, Chpt. 6, Section 1, Para. 1161 *Interfaces:* 1.1.1(AW); 1.1.2(AW); 1.2.1(AW); 1.3.1(AW); 1.3.5(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 4.2.1(AW); 4.2.3(OP); 4.2.5(OP); 4.2.7(OP); 4.2.11(OP) 7. Check that the Certificate Holder's manual system has procedures for notifying the aircraft dispatcher or the person exercising operational control of limitations to aircraft performance or weight limitations imposed by MEL or CDL restrictions. *Sources:* 8400.10, Vol 3, Chpt. 6, Section 1, Para. 1161 *Interfaces:* 1.3.1(AW); 1.3.5(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 4.2.3(OP); 4.2.5(OP) 8. Check that the Certificate Holder's manual system has procedures for notifying the dispatcher or person exercising operational control if the aircraft is to be operated with an additional deferred discrepancy after the release has been prepared. *Sources:* 8400.10, Vol 3, Chpt. 6, Section 1, Para. 1161 *Interfaces:* 1.3.1(AW); 1.3.5(AW); 1.3.14(AW); 2.1.1(AW); 2.1.1(OP); 2.1.2(AW); 2.1.2(OP); 3.2.1(OP); 4.2.3(OP); 4.2.5(OP) 9. Check that the certificate holder's manual system has instructions and information that flight and ground personnel training curriculum's contain the proper use of the MEL/CDL. *Sources:* 8400.10, Vol 4, Chpt. 4, Section 6, Para. 1129B(11) *Interfaces:* 4.2.1(AW); 4.2.3(OP); 4.2.5(OP); 4.2.11(OP)	
1.8.	Does the certificate holder's manual contain the required references to, or excerpts from, operations specifications paragraph D 095? SRRs: 119.43(b)	☐ Yes ☐ No, Explain
1.9.	If the certificate holder's manual includes excerpts from its operations specifications, are the excerpts clearly identified as part of the operations specifications? SRRs: 119.43(b)(1)	☐ Yes ☐ No, Explain ☐ Not Applicable
1.10.	Does the certificate holder's manual require compliance with operations specifications paragraph D 095? SRRs: 119.43(b)(2)	☐ Yes ☐ No, Explain
1.11.	Does the certificate holder's manual contain a method for keeping all persons engaged in its operations informed of the provisions of operations specifications paragraph D 095? SRRs: 119.43(c)	☐ Yes ☐ No, Explain
2.	Does the certificate holder's manual contain general policies for the MEL/CDL Procedures process that comply with the SRRs? SRRs: 119.43(a); 121.135(b)(1); 121.628(a)(1); 121.628(b)(1); D.095Minimum Equipment List (MEL) Authorization	☐ Yes ☐ No, Explain
3.	Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)? SRRs: 121.135(b)(3)	☐ Yes ☐ No, Explain
4.	Does the certificate holder's manual contain the duties and responsibilities for personnel who will accomplish the MEL/CDL Procedures process?	☐ Yes ☐ No, Explain

	SRRs: 121.135(b)(2)	
5.	Does the certificate holder's manual include instructions and information for personnel to meet the requirements of the MEL/CDL Procedures process? SRRs: 121.135(a)(1)	☐ Yes ☐ No, Explain

SAI SECTION 1 - PROCEDURES ATTRIBUTE Drop-Down Menu	
1.	No procedures, policy, instructions or information specified.
2.	Procedures or instructions and information do not identify (who, what, when, where, how).
3.	Procedures, policy or instructions and information do not comply with CFR.
4.	Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5.	Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6.	Procedures, policy or instructions and information unclear or incomplete.
7.	Documentation quality (e.g., unreadable or illegible).
8.	Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).
9.	Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
11.	Other.

SAI SECTION 2 - CONTROLS ATTRIBUTE
Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures, or instructions and information will be followed. Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).
Tasks
To meet this objective, the inspector must accomplish the following tasks:
1. Review the control questions below.
2. Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the controls that it has documented.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Are the following controls built into the MEL/CDL Procedures process:	
1.1.	Is there a control in place to ensure that releases reflect all MEL/CDL items?	☐ Yes ☐ No, Explain
1.2.	Is there a control in place to ensure that MEL items are within their categorical time limits?	☐ Yes ☐ No, Explain
1.3.	Is there a control in place to ensure that flightcrews review the logbook for MEL/CDL items?	☐ Yes ☐ No, Explain
1.4.	Is there a control in place to ensure that MEL items are placarded?	☐ Yes ☐ No, Explain
1.5.	Is there a control in place to ensure that the certificate holder's crews have access to the approved MEL at all times before flight?	☐ Yes ☐ No, Explain
1.6.	Is there a control in place to ensure that the certificate holder provides means for pilots to identify inoperable instruments and equipment?	☐ Yes ☐ No, Explain
1.7.	Is there a control in place to ensure that the certificate holder has instructions for notifying crewmembers or dispatchers of CDL missing parts?	☐ Yes ☐ No, Explain
1.8.	Is there a control in place to ensure that the certificate holder has instructions for placarding CDL associated limitations required to be in clear view of crewmembers?	☐ Yes ☐ No, Explain
1.9.	Is there a control in place to ensure that the certificate holder notifies dispatchers or persons exercising operational control of additional deferred discrepancy items discovered after the release has been prepared?	☐ Yes ☐ No, Explain
2.	Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the MEL/CDL Procedures process?	☐ Yes ☐ No, Explain

SAI SECTION 2 - CONTROLS ATTRIBUTE Drop-Down Menu	
1.	No controls specified.
2.	Documentation for the controls do not identify (who, what, when, where, how).
3.	Controls incomplete.
4.	Controls could be circumvented.
5.	Controls could be unenforceable.
6.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
7.	Other.

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE
Objective: Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element. To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety-related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection-related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the process measurement questions below.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the process measurements that it has documented.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's MEL/CDL Procedures process include the following process measurements:	
1.1.	Process measurements that would reveal that releases reflect all MEL/CDL items?	☐ Yes ☐ No, Explain
1.2.	Process measurements that would reveal that MEL items are within their categorical time limits?	☐ Yes ☐ No, Explain
1.3.	Process measurements that would reveal that flightcrews review the logbook for MEL/CDL items?	☐ Yes ☐ No, Explain
1.4.	Process measurements that would reveal that MEL items are placarded?	☐ Yes ☐ No, Explain
1.5.	Process measurements that would reveal that the certificate holder ensures that its crews have access to the approved MEL at all times before flight?	☐ Yes ☐ No, Explain
1.6.	Process measurements that would reveal that the certificate holder ensures that it provides means for pilots to identify inoperable instruments and equipment?	☐ Yes ☐ No, Explain
1.7.	Process measurements that would reveal that the certificate holder ensures that there are instructions for notifying crewmembers or dispatchers of CDL missing parts?	☐ Yes ☐ No, Explain
1.8.	Process measurements that would reveal that the certificate holder ensures that it has instructions for placarding CDL associated limitations required to be in clear view of crewmembers?	☐ Yes ☐ No, Explain

1.9.	Process measurements that would reveal that the certificate holder ensures that dispatchers or persons exercising operational control are notified of additional deferred discrepancy items after the release has been prepared?	☐ Yes ☐ No, Explain
2.	Is there a process measurement or process measurements that would reveal if the certificate holder's policy, procedures, instructions, and information contained in its manual were not followed?	☐ Yes ☐ No, Explain
3.	Does the certificate holder document its process measurement results?	☐ Yes ☐ No, Explain
4.	Does the certificate holder's manual provide for the use of process measurement results to improve its programs?	☐ Yes ☐ No, Explain
5.	Does the organization that conducts the process measurements have direct access to the person with responsibility for the MEL/CDL Procedures process?	☐ Yes ☐ No, Explain

SAI SECTION 3 - PROCESS MEASUREMENT ATTRIBUTE Drop-Down Menu
1. No process measurements specified.
2. Documentation for the process measurements does not identify (who, what, when, where, how).
3. Inability to identify negative findings.
4. No provisions for implementing corrective actions.
5. Ineffective follow-up to determine effectiveness of corrective actions.
6. Resources requirements (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 4 - INTERFACES ATTRIBUTE	
Objective: Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different manuals within the certificate holder's manual system must be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the certificate holder's manual system.	
Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the interfaces associated with the MEL/CDL Procedures process that have been identified along with the individual questions in section 1, Procedures, of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the interfaces that it has documented.

Questions		
	To meet this objective, the inspector must answer the following questions: NOTE: The design job task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element.	
1.	Does the certificate holder's manual properly address the interfaces that are identified along with the questions in section 1, Procedures, of this DCT?	☐ Yes ☐ No, Explain
2.	Does the certificate holder's manual document a method for assessing the impact of any changes to the associated interfaces within the MEL/CDL Procedures process?	☐ Yes ☐ No, Explain

SAI SECTION 4 - INTERFACES ATTRIBUTE Drop-Down Menu
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES	
Objective: The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)	
Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Identify the person who has overall responsibility for the MEL/CDL Procedures process.
2.	Identify the person who has overall authority for the MEL/CDL Procedures process.
3.	Review the duties and responsibilities of the person(s) documented in the certificate holder's manual.
4.	Review the appropriate organizational chart.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's manual clearly identify who is responsible for the quality of the MEL/CDL Procedures process?	☐ Yes ☐ No, Explain Name/Title:
2.	Does the certificate holder's manual clearly identify who has authority to establish and modify the policies, procedures, instructions, and information for the MEL/CDL Procedures process?	☐ Yes ☐ No, Explain Name/Title:
3.	Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the MEL/CDL Procedures process? SRRs: 121.135(b)(2)	☐ Yes ☐ No, Explain
4.	Does the certificate holder's manual include instructions and information for those who manage the work required by the MEL/CDL Procedures process? SRRs: 121.135(a)(1)	☐ Yes ☐ No, Explain
5.	Does the certificate holder's manual clearly and completely document the responsibility for this position?	☐ Yes ☐ No, Explain
6.	Does the certificate holder's manual clearly and completely document the authority for this position?	☐ Yes ☐ No, Explain
7.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having responsibility for the MEL/CDL Procedures process?	☐ Yes ☐ No, Explain
8.	Does the certificate holder's manual clearly and completely document its qualification standards for the person having authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the MEL/CDL Procedures process?	☐ Yes ☐ No, Explain

9.	Does the certificate holder's manual clearly and completely document the procedures for delegation of authority for the MEL/CDL Procedures process?	☐ Yes ☐ No, Explain

SAI SECTION 5 - MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTES Drop-Down Menu
1. Not documented.
2. Documentation unclear.
3. Documentation incomplete.
4. Other.